

VRIS UPDATE

Background Screens for Clients and Service Agreements December 13, 2012 Number 352

SUMMARY OF UPDATES

DHHS is changing their process and form for requesting information for Child and/or Adult Abuse and Neglect Central Registry Checks. DHHS will be piloting this new form for one month and then implementing the process statewide. VR has agreed to be one of the agencies that will pilot the new form/process. The pilot/form will be for Client Background Screens and for Service Agreements. This form will **not** be used for background checks for new staff, use the current form for new staff.

The new process should expedite the time it takes to complete a DHHS background screen. The updated DHHS form has a bar code and agency (VR) identification code on it. The form must be completed in its entirety otherwise DHHS will return the form. The form also requires VR staff to certify they have examined the applicant's identification documents and staff will need to sign the document to verify they have done this.

The VR Criminal Background Check Request Form will not change for client background screens. VR staff will complete both forms and continue to fax the updated DHHS form and the VR Background Screen Information Release to the General Counsel's office.

Occasionally, we have experienced a fax being sent to General Counsel's office and they have not received it. A decision has been made when faxing materials to the General Counsel's office staff will also send an email to Brenda Wid at brenda.wid@nebraska.gov to confirm a fax has been sent. Brenda will send a return fax verifying she has received the background screen documents.

VRIS POSTING

The updated DHHS form, Request for Child and/or Adult Abuse and Neglect Central Register/ry Checks Form has been updated on VRIS under both [Administrative \(service agreements\)](#) and [Case Service \(client\) Forms](#). The form can be data filled and printed off for signatures or can be printed and completed manually.

FORMS REVISED

Begin using the new DHHS Child and/or Adult Abuse and Neglect Central Register/ry Checks form as of 12/13/2012 for background screens for clients and service agreements.

TEAM COMMUNICATION

Since this change goes into effect on Thursday, December 13th, suggest Office Directors send out an email to their team verifying their staff has seen this update. Teams should also review this update at their next team meeting to ensure awareness of the changes.

LEADERSHIP CONTACT

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